

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

ATTORNEY ADMISSION INFORMATION

Thank you for your inquiry regarding admission to the bar of the U.S. District Court for the Western District of Michigan. The following are requisites for an attorney to become a member of the bar of this district:

- 1) Petition for Admission (see attached), including completion of sponsorship section by an attorney who is admitted to practice in the Western District of Michigan;
- 2) \$200.00 fee payable to United States District Court Clerk.

Upon receipt of the above, your application will be submitted to the Chief Judge, or his designee, for review. If the application is granted, your name will be added to the list of attorneys admitted to practice in this district, and you will receive a certificate of admission. While a petition for admission will be accepted for filing in any office, the papers are forwarded to our Grand Rapids office for processing upon receipt. To expedite the process, petitions may be sent directly to Grand Rapids.

Please be certain that you comply with all of the attorney admission requirements. Failure to comply with all of the requirements will delay the processing of your petition. Original signatures are required on all submitted paperwork (copies will not be accepted).

Prior to seeking admission, you must familiarize yourself with the Local Rules which are available on this website by clicking on "Rules & Opinions," and "Local Rules of Practice and Procedure."

If you have any questions, please contact (616) 456-2381.

NOTE: The forms attached may be completed on-line. Click in the first field to be completed, then tab to the next field and so on. As you complete the petition for admission form on-line, most of the e-filing registration form will simultaneously complete as well. When you have completed the forms on-line, print and sign the forms and mail them to the court.

PETITION FOR ADMISSION
(Local Civil Rule 83.1/Criminal Rule 57.1)

**UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF MICHIGAN**

1. Name: _____
FIRST / MIDDLE / LAST

2. Firm Name: _____

Business Address: _____
ROOM / SUITE / FLOOR / BUILDING

STREET ADDRESS

CITY / STATE / ZIP

Business Telephone Number: _____

3. Identify all states (including the District of Columbia) in which you have been admitted to practice before the state's highest court, the date of admission, and whether you are in active status and good standing in that jurisdiction. If you are not in active status and good standing, explain on an attached sheet.

	<u>Jurisdiction</u>	<u>Date</u>	<u>Active Status & Good Standing?</u>	<u>Bar Number</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

4. Identify all federal courts (Supreme Court, Circuit Courts, District Courts, specialty courts) in which you have been admitted to practice, the date of admission, and status. If you are not in active status and good standing, explain on an attached sheet.

	<u>Court</u>	<u>Date</u>	<u>Active Status & Good Standing?</u>	<u>Bar Number</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

5. Have you ever been held in contempt of court or otherwise subjected to discipline as defined by the Local Rules of the Western District of Michigan? _____

If so, nature and disposition thereof: _____

*Pursuant to Local Civil Rule 83.1(d)(iii) and Criminal Rule 57.1(d)(iii), if an applicant has been subject to discipline, this petition must be accompanied by a copy of the entire disciplinary record, including complaints, answers, hearing transcripts and orders entered in the disciplinary proceedings.

6. Have you ever been convicted of any felony or misdemeanor? (*You need not report a misdemeanor conviction occurring before commencement of law school.*) If so, explain the facts and circumstances:

7. ☐ I am newly admitted to the State Bar of _____ and request a waiver of the sponsorship requirement. [One year or less from time of application.] No other waivers will be granted except in extraordinary circumstances.
8. ☐ Check payable to U.S. District Court Clerk for \$200.00 is attached.
9. ☐ I have read the Local Rules of the Western District of Michigan (www.miwd.uscourts.gov).
10. ☐ This application is continued on an attached page.

I swear (or affirm) that the above information is accurate and correct to the best of my knowledge and belief.

DATED

SIGNATURE OF APPLICANT

Statement of a sponsoring attorney of the Bar of this court, stating when the sponsoring attorney was admitted to practice in this court, under what circumstances the attorney has known the applicant, that the attorney knows the applicant to be of good character and reputation, and that the attorney believes the applicant to be well qualified as a member of the Bar of this court. For applicants residing in another state, the sponsor may be a judge of a court of record of that state, or a federal judge.

SPONSORING ATTORNEY'S NAME

SIGNATURE OF SPONSORING ATTORNEY OR JUDGE

DATED

STATE BAR I.D. NO.

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

E-FILING REGISTRATION FORM

****Please type; this will also serve as a return mailing label****

Name: _____
Firm: _____
Addr.: _____

Phone: _____

State Bar Number: _____
(and state, if not Michigan)

Date of admission to the Bar of this court: _____

****NOTE: A PACER ACCOUNT IS NECESSARY
FOR VIEWING ELECTRONIC DOCUMENTS****

This form cannot be submitted electronically.
Complete the form on-line, print a hard copy, sign it
and present it to the Clerk's office at the address
below. A login and password for access to the
electronic case filing system will be issued to you
upon receipt of the fully-completed form. **All of this
information is required and must be supplied,
including your original signature.**

Primary e-mail address: _____
(Attorney's e-mail for electronic service)

Secondary e-mail address: _____
(Central repository, Secretary, etc.)

E-mail software used: _____
(i.e., Outlook, Groupwise, etc.)

- ☐ I have an existing PACER account.
☐ My firm has an existing PACER account.

☐ I already have an ECF login that I use in _____, which is _____;
(Name of Other District) (Login)
please assign the same login for my use in the Western District of Michigan.

The information contained in this box will be used for security/confirmation purposes related to your e-filing login/password:

Key word/phrase: _____ Reminder: _____

BY COMPLETING THIS FORM, ATTORNEYS CERTIFY THAT THEY ARE MEMBERS IN GOOD STANDING OF THE BAR OF THIS COURT AND
THAT THEY ARE FAMILIAR WITH W.D. Mich. LCivR 5.7 and LCrR 49.10, AS APPLICABLE TO THEIR PRACTICE, WHICH MAY BE FOUND AT:

www.miwd.uscourts.gov

By registering under this rule, attorneys consent to electronic service of all electronically filed documents. See
W.D. Mich. LCivR 5.7(i)(ii) and LCrR 49.10(h)(ii).

Attorney's Signature: _____

Return this form via hand delivery,
FedEx/UPS or U.S. mail to:

Clerk, U.S. District Court
E-Filing Registration
399 Federal Building
110 Michigan St., N.W.
Grand Rapids, MI 49503

**YOUR E-FILING LOGIN AND PASSWORD
WILL BE SENT TO YOU VIA U.S. MAIL**

COURT USE ONLY:

E-Filing Login Assigned: _____

E-Filing Password Assigned: _____

- | | |
|--|---|
| <input type="checkbox"/> Confirmation e-mail sent | <input type="checkbox"/> E-mail confirmed by attorney |
| <input type="checkbox"/> Attorney's record updated | <input type="checkbox"/> UR registered e-mail sent |
| <input type="checkbox"/> Copy of form mailed to attorney | |